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PART—I

Notifications, Orders and Declarations by Haryana Government

EDUCATION DEPARTMENT

The 11th September, 2002

No. 21/18-2002PE(2).—The Governor of Haryana is pleased to constitute the following Committees for proper monitoring and supervision of the Sarva Shiksha Abhiyan at School Level, Village Level, for Urban areas, Cluster Level,

Block Level, District Level and State level respectively :—

1. School Level :

The following bodies will work for all round improvement in school environment and cognitive & non-cognitive growth of the child :

(a) Parent Teacher Association (PTA)

The following shall be the office bearers of the Association :

| | |
|----------------------|---------------------------------|
| (i) President | Elected |
| (ii) Vice-President | Head Teacher/Head Master |
| (iii) Secretary | Nominated |
| (iv) Joint Secretary | Elected |
| (v) Treasurer | Nominated |
| (vi) Auditor | (Not a member of the Executive) |

The membership of the association shall be open to all the parents/guardians of the students and members of the staff of the school.

The head of the school shall be *ex-officio* Vice President of the Association. The Secretary of the association shall be nominated from amongst the members of the staff by the President in consultation with the Vice-President. Except the Vice-President, the Treasurer and the Secretary all the office bearers and members of the Executive Committee shall be elected at the time of the annual meetings.

There shall be an Executive Committee of the Association to carry out the day to day function of the Association. It will consist of 10 members (with atleast 3 from amongst the teachers) besides office bearers. Meetings of the Executive Committee will be held once in a month preferably on 2nd Saturday.

The aim of the association is to encourage parents to share the responsibility alongwith the teachers for better educational standard and moral, social & physical development of the children and overall improvement in schools.

The specific objective of the PTA will be as follows :—

- (i) Creating awareness amongst the parents regarding the need and importance of inculcating the habits of punctuality, regularity in attendance & cleanliness in their wards.
- (ii) Diagnosis of educational backwardness and need for adopting remedial measures in time.
- (iii) Helping for making provision of physical facilities such as furniture, electric fans, building etc. to the schools.
- (iv) Making improvement in the overall conduct and behaviour of the students.

The tenure of the associations would be two years.

(b) Mother Teacher Association (MTA)

It is not basically different from the Parent Teacher Association. Here the membership is open only to mothers and Lady guardians of the children. The MTA will meet twice a month in stead of once as in case of PTA.

The school may have either of the two or both of the Associations. From Primary Wing MTAs may be there, and for the whole school (*i.e.* Upper Primary Level) the PTAs may also be there.

The tenure of the committee would be two years.

These bodies can inspect the records (students attendance, staff attendance) of the school.

2. Village Level :

(a) Village Education Committee (VEC)

There will be a Village Education Committee (VEC) with the following members —

- Three members nominated by Gram Panchayat
(atleast one Scheduled Caste, one lady member)

| | |
|---|-----------|
| Head Teacher of the Primary School : Member Secretary (in case of more than one school, the senior-most) | 1 |
| A Female Teacher (in case of more than 1 school, not from the school of Member Secretary) | 1 |
| Female Member nominated by Mahila Mandal | 1 |
| Lady Health Worker | 1 |
| Anganwadi Worker/Bal Savika | 1 |
| Two members nominated by PTA/MTA | 2 |
| Member nominated by BEO (NGO member/social worker/retired teacher/educationist) | 1 |
| Village Secretary/Gram Savika | 1 |
| Total | 12 |

Out of twelve members, 6 members will be from female side. The Committee will elect its president and vice president.

The Committee will function as an arm of the Panchayati Raj System and involve persons interested in the overall development of real education in the respective village. It will meet twice in a month and send its report of the proceedings to Cluster Level Education Committee (CLEC) and Block Level Education Committee (BLEC).

Its objectives include creating awareness, increasing enrolment, surveys for the purpose of Universalisation of Education. It will also create an environment for quality education, discipline, cleanliness, beautification in the school. It will help in capacity building also

The tenure of the Committee will be for two years.

(b) Village Construction Committee

Village Construction Committee will have the following members :—

| | |
|--|------------------|
| A member (Male/Female) of VEC | President |
| Member-Secretary of VEC | Member-Secretary |
| VEC Member (Ex-serviceman/retiree/social worker) | Member |
| VEC Member belonging to Scheduled Caste | Member |
| Member nominated by VEC | Member |
| Total | 5 Members |

The main objectives of this committee is to maintain, extend and improve upon the school buildings.

It will hold its meetings twice a month and send its report of the proceedings to CLEC and DLEC.

(c) Urban Education Committee (UEC) for urban areas

For schools in Urban areas the Urban education Committee will be constituted urban area wise on the pattern of Village Level Education Committee and will consist of the following members —

Three members approved by Municipal Committee/Council
(atleast one Scheduled Caste, one Lady member)

Head Teacher/Head Master of the Elementary School : Member Secretary
(in case of more than one school, the senior-most)

A Female Teacher nominated by BEO
(in case of more than 1 school, not from the school of Member Secretary)

Female Member nominated by Mahila Mandal

Lady Health Worker to be nominated by Health department

| | |
|---|-----------|
| Anganwadi Worker/Bal Savika to be nominated by ICDS department | 1 |
| Two members nominated by PTAs/MTAs | 2 |
| Member nominated by BEO (NGO member/social worker/ retired teacher/educationist) | 1 |
| A nominee of the Municipal Committee/Council | 1 |
| Total | 12 |

(d) Construction Committee

Construction Committee of the Urban area will consist of the following members —

| | |
|--|----------|
| (i) A member (Male/Female) of Urban Education Committee | 1 |
| (ii) Head Teacher/Head Master-Member Secretary | 1 |
| (iii) UEC member (Ex-serviceman/social worker/retired teacher) | 1 |
| (iv) UEC member belonging to scheduled caste | 1 |
| (v) Member nominated by UEC | 1 |
| Total | 5 |

3. Cluster Level Education Committee (CLEC) :

Cluster Level Education Committee (CLEC) will consist of the following members :—

| | |
|--|-----------|
| Cluster Resource Coordinator (Member-Secretary) | 1 |
| Four Head Teachers-atleast two of them ladies | 4 |
| Nominee of the Intergrated Child Development Scheme | 1 |
| Nominee of the Health Department | 1 |
| Nominee of the Public Health Department | 1 |
| Two retired educationists (one of them a lady) | 2 |
| A prominent ex-serviceman | 1 |
| Four VEC members-not more than one from the same VEC | 4 |
| Total | 15 |

The Head Teachers and the VEC members may be opted by rotation after a period of one year so that opportunities are given to as many as possible.

The Committee will function as an agency to support, co-ordinate and review the achievements of the schools in the cluster. Its aims and objectives will be as under :—

- (a) Organising sessions for mutual sharing of the experiences of teachers.
- (b) Reviewing infrastructural improvement in schools.
- (c) Sharing of infrastructure/teaching learning material as and where possible.
- (d) Guiding further steps for Universalisation of Education.
- (e) Maintaining the spirit of co-operation amongst the communities for the cause of education.
- (f) Collecting data and keeping it updated.
- (g) Following up the action on the decisions/proceedings of the VEC/VCC meetings.

The Committee will meet twice a month and send the report of the proceedings to the Block Level Education Committee (BLEC).

4. Block Level Education Committee (BLEC) :

Block Level Education Committee (BLEC) will consist of the Following members :—

| | |
|---|-----------|
| Block Education Officer (President) | 1 |
| Block Resource Co-ordinator (Member Secretary) | 1 |
| Block Development Panchayat Officer | 1 |
| Nominee of the Integrated Child Development Scheme | 1 |
| Nominee of the Health Department | 1 |
| Nominee of the Public Health Department | 1 |
| Nominees of the Panchayat Samiti | 2 |
| Two cluster resource Co-ordinators-one male, one female (to be nominated by the BEO) | 2 |
| Head of a High/Senior Secondary School (Preferably Senior most) | 1 |
| A prominent ex-serviceman of the block | 1 |
| Retired educationist-preferably National/State Awardee | 1 |
| VEC members from different Clusters | 2 |
| Total | 15 |

Members from CRCs and VEC's will be rotated after one year to give opportunity to them also.

The BLEC can be a higher level supervisory agency to further review activities in the field of the schools education. Its functions will be :—

- (a) Supervision of the training programmes.
- (b) Organising block level sessions for sharing of experiences and problems of teachers.
- (c) Providing resources/teaching learning material to teachers.
- (d) Collection of data and its updating for further guidance.
- (e) Monitoring the reports from the clusters.
- (f) Follow up action on the decisions/Proceedings of the VEC/VCC and CLLEC meetings.
- (g) Inspection of schools.

It will meet once a month and send its proceedings to the District Level Education Committee (DLEC).

5. District Level :

District Level Education Committee (DLEC)

The District Level Education Committee will consist of the following members :—

| | |
|---|---------------|
| Deputy Commissioner | Chairman |
| Additional Deputy Commissioner | Vice-Chairman |
| Chief Medical Officer | |
| District Education Officer | |
| District Primary Education Officer | |
| Principal District Institute of Education and Training (DIET) | |

| | |
|---|-------------------------------|
| District Project Co-ordinator | Member Secretary |
| Block Education Officers | as per number in the district |
| Block Resource Co-ordinators | as per number in the district |
| Nominee of the Zila Parishad | 1 |
| Chairman of the Panchayat Samiti (nominated by Zila Parishad) | 1 |
| XEN, Public Health | 1 |
| XEN, PWD (B&R) | 1 |
| Nominee of the Integrated Child Development Scheme | 1 |
| Head of High/Sr. Sec. School (nominated by DEO) | 1 |
| Two prominent Social workers (one should be a lady) | 2 |
| Representative of the Body of Handicapped | 1 |
| Representative of an NGO | 1 |

Due representation should be given to Scheduled Castes and weaker sections of the society. Members from such organizations may also be taken, if otherwise not available amongst the ex-officio members. Chairman of the Committee may opt persons of eminence, if and when required.

The DLEC will be the major monitoring agency at the district level to see that the objectives of the Sarva Shiksha Abhiyan are being achieved in letter and spirit, and all grants are being utilized for the purposes for which they are allotted. The DLEC will function under the Chairmanship of the Deputy Commissioner of the respective district. It will meet once a month and send its report to the State Level Monitoring Committee (SLMC). The Committee will make arrangements for :—

- (a) Survey of the out of school children, Drop-out cases.
- (b) Finding the reasons thereof.
- (c) Admission/Re-admission of the children to schools.
- (d) Collection of all the data at the district level and getting it updated.
- (e) Supervision of the training programmes in the district.
- (f) Monitoring the reports from all the blocks.
- (g) Follow up action on the decisions/proceedings of the BLCE.
- (h) Inspection of schools.

The Committee will meet once a month and send its report to the State Level Monitoring Committee.

6. State Level Monitoring Committee (SLMC)

State Level Monitoring Committee (SLMC) will consist the following :—

Secretary Education— Chairman

Director Secondary Education

Director Primary Education/Elementary Education

State Project Director— Member Secretary

Director, SCERT, Haryana, Gurgaon

Director, SIEMT, Bhiwani

Secretary, Board of School Education, Haryana, Bhiwani

Principal, DIET-Nominated by DSE
 DEO-Nominated by DSE
 DPEO-Nominated by DPE
 BRC-Nominated by SPD
 CRC-Nominated by SPD
 Director State Resource Centre, Rohtak
 Nominee of the Director NCERT, New Delhi
 Principal of a College of Education
 Two representatives of the NGOs working for education
 Two educationists preferably National/State Awardees

The above Committee will monitor all the academic, managerial, financial, budget and Work Plan activities of the Serva Shiksha Abhiyan.

It will hold its meetings once in every quarter, ending March, June, September and December and send the report of the quarter to the National Mission, by the following month.

Internal Monitoring Committee

Besides the above, there will be an Internal Monitoring Committee under the Chairmanship of State Project Director and will consist of the following members :—

1. All the District Project Coordinators.
2. Director, SCERT, Haryana, Gurgaon.
3. Director, SIEMT, Bhiwani.
4. In-charge Components at the Head Quarters

The above Committee will meet every month to review the progress of the Project/s and take diagnostic and remedial measures.

P. K. CHAUDHARY,
**Commissioner and Secretary to Government Haryana,
 Education Department.**

ANIMAL HUSBANDRY DEPARTMENT

The 20th September, 2002

No. 50 (GOI)-AH-II-2002/17369.—The Governor of Haryana is pleased to nominate Smt. Veena Upadhyaya Joint Secretary (AW) Government of India, Ministry of Environment and Forests (Animal Husbandry Division) New Delhi as member on the State Advisory Board for Animal Welfare constituted *vide* Haryana Government Notification No. 4698-AH-2-2002/14184, dated 26th July, 2002 with immediate effect.

K. C. SHARMA,

Chandigarh :
 The 5th September, 2002

Financial Commissioner and Principal Secretary to
 Government Haryana, Animal Husbandry Department.